Colchester Public Schools
Application for Approval of Field Trip

Overview: This form must be completed by all staff to request approval of a field trip.

Directions:

1. Complete the form attaching all applicable documentation and submit to your administrator. The application must be submitted **at least two weeks prior for in-state** field trips, and t**wo weeks and two months prior for out-of-state** trips.
2. The Administrator will recommend or not recommend. If approved, the form must be sent to the Superintendent.
3. The Superintendent will either recommend or not recommend and will bring to the Board of Education if the request is for an out-of-state field trip.
4. If applicable, the Board of Education reviews and makes the final decision.

Today's Date:

Field Trip Information

Applicant Name: Marinne Cheney + Megan Kirwin	**Method of Transportation:** Coach Bus
School: Choose School Bacon	**Bus Service Number(s)** *(if applicable)*:
Grade(s) and Group(s): 10-12 Band + Choir	**Number of Students:** 75 TBD
Date(s) of Trip: April 2 - April 5	**Number of Day(s) of Trip:** 5
Event: Festivals of Music competition + Colonial Williamsburg VA	
Destination: Virginia Beach	**Phone Number:**
Address (for each destination): See itinerary	**State:** VA
Time of Departure From School: see itinerary **Time of Arrival Back at School:**	**Special Clothing and/or Equipment Required:** Concert Dress

Student Cost Information

***Cost to Student:** $ 1250.00	**Suggested Student Pocket Money:** $

Supervision Information (List names of all employees, other chaperones, and cell phone number for each)

1. **Name:** Marinne Cheney	**Cell Phone:** 203 - 988 - 4385
2. **Name:** Megan Kirwin	**Cell Phone:** 860 - 338 - 5488

List all adult chaperones: Ratio of adult chaperones to students must be at least: 1:5 for Grades K-2, 1:8 for Grades 3-5; 1:10 for Grades 6-8; and 1:15 for Grades 9-12 (one-day trips) or 1:10 (overnight trips)

Amy Begue — Will discuss other chaperones with Principal. We will have the correct Amount

Administrator Signatures

Applicant Signature Marinne Cheney

Administrator's Signature Amy Begue ☑ Recommended ☐ Not Recommended

Superintendent's Signature ☐ Recommended ☐ Not Recommended

Board of Education (if applicable)

Board of Education Meeting Date:	☐ Recommended ☐ Not Recommended

Bus Information

Bus Reservation Date:	**Price of Bus(es): $**

*If a trip to a foreign country, please complete and attached the CIRMA insurance application and notify parents of coverage

Field Trip Instructional Plan

Colchester Public Schools

Field Trip Location(s): Virginia Beach

Reference Check: Visited site on:_____ *or* Spoke with: Travel Agent

Name: Marinne Cheney **Grade/Group:** 10-12
(Teacher(s) completing this form)

Instructional Focus of Trip

- **This field trip is directly related to curriculum** ☑ Yes ☐ No
- **Curriculum Unit(s):** Performance, Competition, Adjudication
- **Specific Curriculum Standards Addressed by Field Trip** (please refer to CT Core and disciplinary standards):

Students will prepare 2 pieces of music to perform for judges. They will receive a rating as well as feedback.

- **Assessment of Student Learning** (describe or attach the work students will complete upon their return to convey the learning):

- Direct feedback from judges.
- self assessment through group discussion of performance + experience getting adjudicated + compared to other high schools.

Trip Agenda/Activities: List/attach entire break out of times for each day. Include travel time and all activities. Attach additional sheet if needed.

DATE/TIME	LOCATION	ACTIVITY
See Attached		

Approvals:

Marinne Cheney — 9/6/24 — ☑ Approved ☐ Denied
Department Chair (High School Only) — Date

Amy Begue — 9/9/24 — ☑ Approved ☐ Denied
Principal — Date

_____ — _____ — ☐ Approved ☐ Denied
Assistant Superintendent — Date

UPDATED 9/3/24

BACON ACADEMY VIRGINIA BEACH ITINERARY
APRIL 2-6, 2025

WEDNESDAY, APRIL 2, 2025

5:30AM	BUSES ARRIVE AT BACON ACADEMY TO LOAD GROUP
6:30AM	DEPART BACON ACADEMY WITH REST & MEAL STOPS ENROUTE (ON OWN)
6:00PM	APPROXIMATE ARRIVAL AT THE DELTA HOTEL VIRGNIA BEACH WATERFRONT FOR CHECK-IN
7:00PM	PIZZA PARTY AT THE HOTEL (INCLUDED)
8-10:00PM	REHEARSALS AT THE HOTEL
10:30PM	SECURITY GUARDS WILL BE ON DUTY – 10:30PM TO 4:30AM

THURSDAY, APRIL 3, 2025

8:30AM	WAKE UP
9:30AM	BREAKFAST AT THE HOTEL (INCLUDED)
11:00AM	GROUP WILL BOARD BUS AND DEPART THE HOTEL FOR COLONIAL WILLIAMSBURG
12:00PM	APPROXIMATE ARRIVAL IN COLONIAL WILLIAMSBURG WHERE YOU WILL HAVE LUNCH PRIOR TO YOUR TOUR (YOUR TICKET PROVIDES ADMISSION TO THE EXHIBITION BUILDINGS, COLONIAL TRADE SHOPS AND COLONIAL HOMES. ALSO, INCLUDES ADMISSION TO THE GOVERNOR'S PALACE AND THE ART MUSEUMS.)
1:45-4:45PM	GUIDED TOUR OF COLONIAL WILLIAMSBURG TO BEGIN (STARTING POINT TBD)
5:00PM	BOARD BUS AND DEPART COLONIAL WILLIAMSBURG FOR CAPTAIN GEORGE'S (5363 RICHMOND ROAD, WILLIAMSBURG)
5:30PM	DINNER AT CAPTAIN GEORGE'S SEAFOOD RESTAURANT (INCLUDED)
7:00PM	BOARD BUS AND DEPART CAPTAIN GEORGE'S FOR THE HOTEL
8:30PM	APPROXIMATE ARRIVAL AT THE HOTEL
10:30PM	TWO KNIGHTS WATCH SECURITY GUARDS WILL BE ON DUTY – 10:30PM TO 4:30AM

FRIDAY, APRIL 4, 2025

6:00AM	WAKE UP
7:00AM	BREAKFAST AT HOTEL (INCLUDED)
8:00AM	GROUP WILL BOARD BUS AND DEPART HOTEL FOR TALLWOOD HIGH SCHOOL IN CONCERT ATTIRE

FESTIVAL VENUE: TALLWOOD HIGH SCHOOL
1668 KEMPSVILLE ROAD
VIRGINIA BEACH, VA.

CONCERT CHOIR WARM UP	**TBA AM**
CONCERT CHOIR PERFORMANCE	**TBA AM**

TBA AM GROUP WILL BOARD BUS AND DEPART TALLWOOD HS FOR LUNCH EITHER AT MCDONALD'S OR THE LYNNHAVEN MALL FOOD COURT – PENDING TIME BEFORE NEXT PERFORMANCE

CONCERT BAND WARM UP	**TBA PM**
CONCERT BAND PERFORMANCE	**TBA PM**

3:15PM	GROUP WILL BOARD BUS AND DEPART TALLWOOD HIGH SCHOOL FOR THE HOTEL
3:45PM	APPROXIMATE ARRIVAL AT HOTEL FOR BEACH TIME
6:00PM	BOARD BUS AND DEPART THE HOTEL FOR DINNER AT GOLDEN CORRAL VIRGINIA BEACH) – PLEASE BE SURE TO WEAR CLOSE TOED SHOES TO RIDE THE GO-KARTS
6:30PM	DINNER AT THE GOLDEN CORRAL (INCLUDED)
7:45PM	GROUP WILL BOARD THE BUS AND DEPART THE GOLDEN CORRAL FOR MOTOR WORLD
8-10:00PM	TWO HOURS OF UNLIMITED GO-KART RIDES AND MINI GOLF AT MOTOR WORLD

10:00PM	GROUP WILL BOARD BUS AND DEPART MOTOR WORLD FOR THE HOTEL
10:30PM	APPROXIMATE ARRIVAL AT THE HOTEL
10:30PM	SECURITY GUARDS WILL BE ON DUTY – 10:30PM TO 4:30AM

SATURDAY, APRIL 5, 2025

7:00AM	WAKE UP
8:00AM	BREAKFAST AT THE HOTEL (INCLUDED)
9:00AM	BOARD BUS AND DEPART THE HOTEL FOR BUSCH GARDENS
10:00AM	APPROXIMATE ARRIVAL AT BUSCH GARDENS WHERE YOU WILL ENJOY THE DAY IN THE PARK

(PARK HOURS: 10AM TO 9PM)

YOU WILL BE GIVEN ONE FOOD STAND VOUCHER TO BE USED AT THE PARK FOR LUNCH OR DINNER

TBA PM	AWARDS CEREMONY AT THE ROYAL PALACE AMPHITHEATRE HOSTED BY FESTIVALS OF MUSIC
9:00PM	BOARD BUS AND DEPART BUSCH GARDENS FOR THE HOTEL
10:15PM	APPROXIMATE ARRIVAL AT THE HOTEL
10:30PM	TWO SECURITY GUARDS WILL BE ON DUTY – 10:30PM TO 4:30AM

SUNDAY, APRIL 6, 2025

6:30AM	WAKE UP
7:30AM	BREAKFAST AT THE HOTEL (INCLUDED)
8:30AM	GROUP WILL START CHECKING OUT OF YOUR BEDROOMS AND LOADING THE BUS
9:00AM	BOARD BUSES AND DEPART THE HOTEL FOR BACON ACADEMY WITH REST/MEAL STOP ENROUTE (ON OWN)
8:30PM	APPROXIMATE ARRIVAL AT BACON ACADEMY

PLEASE NOTE ALL TIMES ARE APPROXIMATE AND SUBJECT TO CHANGE AT ANYTIME FOR ANY REASON.

THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION HAS IMPLEMENTED ELECTRONIC LOGS IN ALL COACH BUSES. THIS WILL TAKE THE PLACE OF THE PAPER LOG BOOKS. THE PURPOSE OF THE ELECTRONIC LOGS IS TO ENFORCE THE LEGALITY OF THE BUS DRIVER HOURS. BUS DRIVERS CAN LEGALLY BE ON DUTY FOR 15 HOURS IN ONE DAY WITH 10 OF THOSE HOURS DRIVING. THEY MUST HAVE 8 HOURS OFF BETWEEN THE 15 HOURS ON DUTY DAY. THE 10 HOURS OF DRIVING INCLUDE ALL THE HOURS A DRIVER HAS DRIVEN IN A DAY, NOT JUST THOSE HOURS RELATING TO THE ITINERARY.

WHERE YOU ARE STAYING:
DELTA HOTEL VIRGINIA BEACH WATERFRONT
2800 SHORE DRIVE
VIRGINIA BEACH, VA 23451
TEL: 757-481-9000

Field Trip Cost Form

Date(s) of Trip: April 2-5

Event: Virginia Beach Choir & Band trip

M&J Bus(es) ONLY

Number of Students: TBD - 75

Estimated Hours for trip: 5 Days
(Add 1 hour pre/post trip)

Number of Buses: 0

Per Student Calculations:

	M&J Bus(es) ONLY	Coach Bus(es) ONLY
Admission per student:		
Miscellaneous Fees per student:		
Total admission and miscellaneous fees:		
Cost of Bus		
Total Field Trip ***Cost per Student:**	$1250.00	

Additional Costs:

Number of Substitute Teachers	3
Rate per Day	
Special Education costs	
Cost Associated if Nursing Required	
Total ***Cost to District:**	
Total ***Cost of Trip:**	

Alternate funding for trip provided by:

Students & Fundraising

***Insert these costs on the accompanying Field Trip Application**

Form updated 5.27.21